Subject

Treasury Data Warehouse Access Request,
Add, Change or Delete Access Rights

For

EMPLOYEE HANDBOOK
SECURITY GUIDE

Also See

JM-31086

WHO	WHEN	ACTION
User		1. If access to Data Warehouse needs to be added, changed or deleted, completes form 4081 ACCESS RIGHTS FOR MICHIGAN DEPARTMENT OF TREASURY DATA WAREHOUSE (available on Treasury's Intranet Forms page, under Security Forms).
		A. Checkmarks the databases necessary to access to perform official duties.
User and Supervisor or Administrator		2. If access to federal data is required, completes a Need and Use Request form; otherwise, goes to step 4.
		Notes: For any database or view that lists the Disclosure Officer as the data owner, a Need and Use Request form must be filled out and included in the package with 4081. The Need and Use Request form is available from the Treasury Disclosure Office, 430 West Allegan Street, Lansing, MI 48922 or by e-mailing "Treas_Disclosure."
		An annual Need and Use Report is required for all individuals, divisions or bureaus that have access to databases that indicate the Treasury Disclosure Officer is the data owner. The template for the Need and Use Report is available from the Treasury Disclosure Office, 430 West Allegan Street, Lansing, MI 48922 or by e-mailing "Treas_Disclosure."
	Annually	3. Submits a Need and Use Report Request form to the Treasury Disclosure Office by December 31 for each database for which the Treasury Disclosure Officer is the data owner. (An annual report of how federal tax data was used is required by the IRS.)

Approving Signature

WHO	WHEN	ACTION

To Add or Change Access Rights

WHO	WHEN	ACTION
Supervisor or Administrator		4. Approves access for each employee by signing the completed 4081. (Supervisors may assist the employee in determining which databases are required to perform official duties.)
		5. Forwards the completed 4081 to the first data owner checked on the 4081. (Page Two of 4081 shows the current data owner for each database or view.)
Data Owner		6. Approves or denies access to the tax data based on policies currently in force.
		A. If approved, forwards 4081 to the next data owner.
		B. If not approved, returns 4081 to Administrator/ Supervisor of employee with a memorandum explaining the reasons for the denial and possible remedies for access to the data so that the employee may perform official duties.
Last Approver	**After All Data Owners Have Approved 4081**	7. Forwards 4081 to the Office of Security.
Office of Security		8. Evaluates each 4081 and approves in accordance with Job Outline JM-31086.
		9. If 4081 is not approved, returns 4081 to the Usercode Manager or the employee's division liaison to the Office of Security with an "Additional Information Request Form" attached explaining the reasons for the denial and possible remedies for access to the data so that the employee may perform official duties.
		10. If 4081 is approved, forwards 4081 to the data warehouse administrator for granting, changing or denying rights to the databases selected.
Data Warehouse Administrator		11. Grants, changes or removes access rights to databases as approved on 4081.

WHO	WHEN	ACTION
		To Delete Access Rights
User/Departing Employee		12. If departing from function that requires access to the data warehouse, completes 4081.
		A. Checkmarks the databases for which access rights must be terminated.
		13. Forwards completed 4081 to Supervisor or Administrator.
Supervisor or Administrator		14. Signs 4081 and forwards to first data owner checked on 4081.
Data Owner		15. Approves terminating access to the tax data based on change in employee's function.
Last Approver	**After All Data Owners Have Signed 4081**	16. Forwards 4081 to the Office of Security.
Office of Security		17. Evaluates each 4081 and approves as warranted.
		18. Forwards approved 4081 to the data warehouse administrator for granting, changing or denying rights to see the data in the databases selected.
Data Warehouse Administrator		19. Removes access rights to see data in databases as noted on 4081.

End